

Research Role Profile

Job Title:	Research Officer/Research Assistant (1B)
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Responsible to:	Head of research group, or principal investigator
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Responsible for:	There is no direct supervisory responsibility
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Job Summary and Purpose:
To support research activity in accordance with specified research project(s) under the supervision of the principal investigator

Main Responsibilities/Activities
<p>To support a research team by contributing to the planning of research projects and undertaking prescribed research tasks in accordance with specified research project(s), making use of standard research techniques and methods. These may include fieldwork, interviews, laboratory experimentation, computer-based data analysis or library research as directed by the research award holder and will entail co-ordinating own work with that of others to avoid conflict or duplication of effort. Analysing and interpreting results of own research, under the guidance of research award holder or supervisor. Write up results and contribute to the preparation of papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development.</p> <p>Continually update knowledge and develop skills.</p> <p>To carry out routine administrative tasks associated with a specified research project, for example risk assessment of research tasks, organisation of project meetings and documentation. This will entail planning own day-to-day research activity within the framework of the agreed programme, dealing with problems that may affect the achievement of research objectives and deadlines and implementing procedures required to ensure accurate and timely formal reporting and financial control.</p> <p>Demonstrating, or occasionally assisting with undergraduate supervision within the post holder's area of expertise and under the direct guidance of a member of the Faculty academic staff.</p>

Research Role Profile

Person Specification

The post holder must have:

A first degree or a professional qualification or equivalent in a relevant subject.

At least part-completed a relevant doctoral degree or have relevant experience in a given field.

Whilst there is no requirement for previous work experience, the post holder will be expected to be able to support research activities by performing experiments and/or undertaking studies and analysing/ interpreting results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor.

Special Requirements

To be available to participate in fieldwork as required by the specified research project.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
 - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Research Role Profile

Research Role Profile Addendum

Job Title:	Research Officer
Responsible to:	PI of project
Responsible for:	Not applicable

Job Summary and Purpose

This is a 12-month project aimed at improving the effectiveness and efficiency of cancer multidisciplinary team meetings (MDTMs) in routine NHS practice in Surrey and Sussex. Cancer MDTMs are a weekly forum where individual cancer patients are discussed and treatment recommendations agreed by the range of professionals required for the specific tumour type. The introduction of MDTMs has reduced variation in cancer care (and thereby improved outcomes) in the UK but MDT caseloads have increased significantly over recent years (due to increased cancer incidence) and this has not been matched by an increase in workforce; in addition, MDTMs face other challenges too; relevant data about a patient is frequently not available at the MDTM which may lead to delays to treatment and poorer prognosis; and inefficiencies in MDTMs can be a source of job stress for team members, triggering frustration and disengagement.

The current cancer strategy for England recommends reform to prioritise complex cases (patients) for discussion but lacks guidance on how to do it. Therefore this project aims to improve efficiency and effectiveness through the implementation and evaluation of an intervention package comprising three components: two tools that are already developed and require little/minimal adaptation (called MDT-FIT and MDT-QUic); and a third component comprising the development of a streamlining protocol using a modified Delphi consensus method.

A research assistant is required to work alongside two research fellows to deliver this cancer services modernisation project, ensuring the project runs to time and budget. Collectively, the research team will be responsible for supporting 11 cancer MDTs across Surrey and Sussex through an improvement process using the three interventions. Each researcher (the research assistant and both fellows) will individually be responsible for supporting 3-4 cancer MDTs, entailing project management and qualitative and quantitative data collection. The postholder will be required to contribute to data analysis (quantitative and qualitative) and to the production of materials to support sustainability and spread to other cancer MDTMs beyond this project and dissemination (e.g. project reports and journal articles).

Main Responsibilities/Activities

This information sheet should be read in conjunction with the accompanying generic Research Officer (RA1B) Role Profile and will be used for shortlisting processes. More specifically the post holder will be expected to:

- Contribute to the co-ordination, implementation, evaluation and dissemination of the research project
- Assist research team in gaining HRA/NRES ethics and research governance approvals (if still outstanding; currently underway)

Research Role Profile

- Take responsibility for project management (including engagement, coordination, and implementation, evaluation) in 3-4 MDTs including data collection and close liaison with MDT lead and coordinator and cancer services management in the Trust(s).
- Work closely with the two Research Fellows and wider project team to ensure rigour and consistency in approaches to implementation and data collection.
- Support the Research Fellows to analyse the quantitative and qualitative data
- Work with research team colleagues on report-writing/disseminating findings (including oral/conference presentations) and producing resources to support sustainability and spread across the cancer alliance
- To plan and manage their own research activity in collaboration with others.
- To carry out administrative tasks associated with the project (e.g. organisation of project meetings and producing/circulating associated documentation).
- To implement procedures required to ensure accurate and timely formal reporting against project milestones.
- Be committed to her/his own personal career development
- Carry out any other reasonable duty commensurate with the grade and purpose of the post.
- Contribute to wider school activity by actively participating in Cluster Group meetings relevant to the work undertaken (e.g. attend monthly meetings) and the Workforce Organisation and Wellbeing (WOW) research theme.

Person Specification

In addition to the criteria outlined in the accompanying generic Research Officer Role Profile, the post holder should have (E = Essential; D = Desirable):

- MSc in a relevant subject (e.g. psychology, social sciences, health/medical sciences) (E)
- Experience of conducting health or medical sciences research in the UK NHS (E)
- Excellent project management skills (IT, organisational and administrative skills) (E)
- Excellent verbal and written communication skills (E)
- Ability to work to deadlines (E)
- Willingness to take responsibility (E)
- Ability to work with professionals at all levels (E)
- Experience of mixed methods research (D)
- Experience of working in a research team (including remotely) (E)
- Ability and willingness to work flexible hours, e.g. the project is likely to include observing MDTMs or meeting team members outside office hours (E)
- Record of publication in health, medical science related journals (D)
- Knowledge of implementation science frameworks and methods (D)
- Experience of use of Delphi or other similar consensus methodology (D)
- Experience of working or research in cancer services (D)

Research Role Profile

Special Requirements

The post holder will be required to undergo an enhanced Disclosure and Barring Service check.

The post requires commuting to different NHS Trusts across Surrey and Sussex on a regular basis.